

### KHAN Steering Committee Roles & Responsibilities:

#### Steering Committee Responsibilities:

- Meet at least quarterly via online platform (e.g. Zoom)
- Review and approve policy priorities developed by KHAN partners
- Be active in advocacy regarding housing and homelessness with partners and decisionmakers
- Decide on **KHAN** response to legislation when legislation doesn't clearly fit priorities
  - o Vote by email or JotForm or other transparent member platform
  - o Provide quick responses (provide cellphone number for texting during legislative session)
  - o This would not limit committee members, their partners, or their agencies from taking a different position on legislation than KHAN.
- Lead annual evaluation of KHAN's purpose, process, and impact - Guide KHAN's activities and resource use

Committee Membership: up to 15 members, 7 appointed and up to 8 elected. The priority is for members to have bandwidth, enthusiasm and broad, informed perspectives of homelessness and housing systems, emphasizing lived experience and rural, suburban, micropolitan, metropolitan, and urban areas.

- (2) Co-Convenors: UCS and KSHC designees
  - o Representatives are designated by UCS and KSHC and use staff time to do this work
  - o Responsible for convening and coordinating KHAN core members and core KHAN resources
  - o Appointed, permanent positions

#### 1 KHAN Member Roles & Responsibilities and KHAN Steering Committee Roles & Responsibilities 5/21/25

- o Voting members
- (5) CoC Designees to capture statewide perspective
  - o One designee from each CoC
    - Seeking: people with lived experience (PWLE) and diverse work and life experiences with housing and homelessness systems across the state
  - o Appointed position, 2-year term, may be re-appointed up to 3 consecutive terms
  - o Voting members
- (5) Members at Large and People with Lived Experience (PWLE)
  - o Seeking: Rural + Suburban + Micropolitan + Urban representation, PWLE, and diverse work and life experiences with housing and homelessness systems across the state
  - o Nominated and elected by CoC Designees and Co-Convenors
    - Compensation for PWLE provided, if available, by local CoC
  - o 2-year term, may be re-appointed up to 3 consecutive terms
  - o Voting members
- (2) Legislative Priorities Members
  - o Seeking: diverse representation that reflects perspective and priorities for the current/upcoming legislative session (e.g. local government for ADU legislation or builders/developers for housing supply or tax credits issues)
  - o Nominated and elected by CoC Designees and Co-Convenors
  - o 2-year term, may be re-appointed up to 3 consecutive terms
  - o Voting members

Quorum: 1 more than half of core members (e.g. if 15 members, then 8 is quorum)

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Voting: only if quorum is reached,

- For all regular matters, majority vote decides (e.g. 9 attendees, then 5 votes to pass)
- To alter KHAN Steering Committee Roles & Responsibilities, then need an absolute majority to pass (minimum of 1 more than half of votes in favor)
- Steering Committee may vote via electronic means, such as, but not limited to: email, text message, GroupMe, Basecamp, or other means where the name of the voter and the vote is clearly indicated to all members of the Steering Committee.

Removal: Due to the small size of the steering committee, member participation is highly important. If a member fails to attend or participate in at least two consecutive committee meetings or more than one-third of annual meetings, the steering committee will vote on removal. If the member is removed, then new nominees shall be requested, pursuant to the guidelines, and election will take place at the next committee meeting.

2 KHAN Member Roles & Responsibilities and KHAN Steering Committee Roles & Responsibilities 5/21/25

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